



Illinois Department of Revenue

REG-4-D

Financial Institution Irrevocable Letter of Credit Bond

Part 1: Financial institution letter of credit bond type and number

a Bond type:

b Financial institution irrevocable letter of credit number: _____

c Bond amount: \$ _____

Part 2: Taxpayer and financial institution information

Taxpayer:

Name

Street address

City State ZIP

Financial institution:

Name

Street address

City State ZIP

Part 3: Effective and maturity date of bond

Effective date: ____/____/____
Month Day Year

Maturity date: ____/____/____
Month Day Year

Part 4: Bond conditions

If the taxpayer identified above, in Part 2, fails to pay the Illinois Department of Revenue (IDOR) all moneys, including penalties and interest, due under this bond type's tax act, IDOR is authorized to draw drafts on demand against this irrevocable letter of credit. The sum of this irrevocable letter of credit cannot exceed the bond amount above, in Part 1, and drafts drawn against it are payable on demand. This letter of credit is issued for a period of **one** year and will be renewed automatically for successive **one** year periods unless IDOR receives a written notice of cancellation 30 days prior to the maturity date.

Part 5: Financial institution officer information

The undersigned officer of the financial institution identified above, in Part 2 is duly authorized by the Board of Directors to execute this irrevocable letter of credit; and this financial institution will honor all drafts on demand. The name of the authorized financial institution officer, title and signature are required.

Name: _____ Title: _____

Signature: _____

Part 6: Financial institution seal

The official seal of the financial institution must be affixed below.

For official use only

Date approved: ____/____/____
Month Day Year

IDOR Director's signature

License number: _____

You must provide this information to the bank or insurance company that will be providing your bond. A separate bond is required for each location. You will not be issued a certificate of registration and cannot be legally registered to do business in Illinois until we receive your bond. Your bond can be in the form of a

Insurance bonds:

Form REG-4-A, Financial Responsibility Bond, must be completed entirely by your insurance company. Your business, name and address must be identical to the information you have registered with us. The insurance company issuing your bond must

- ☐ sign;
- ☐ stamp their insurance seal;
- ☐ assign a bond number; and
- ☐ if applicable, attach their power of attorney stating the attorney-in-fact's name.

All of your business' owners, officers, or partners must sign the bond. If you are a corporation, the president and secretary must sign the bond. You must also affix your corporate seal. **Note:** The original bond and power of attorney must be sent to us.

Letter of Credit:

Form REG-4-D, Financial Institution Irrevocable Letter of Credit Bond, must be completed entirely by your bank if you are providing a bank letter of credit. Your business' name and address must be identical to the information you have registered with us. The bank issuing your letter of credit must

- ☐ stamp their bank seal; and
- ☐ send to us the original bank letter of credit containing the seal.

Note: The Letter of Credit must be signed by an authorized officer of the banking institution.

Certificates of Deposit:

Any bank may issue you a Certificate of Deposit to satisfy your bond requirements. A Certificate of Deposit must

- ☐ be made payable to the Director, Illinois Department of Revenue;
- ☐ state that the Certificate of Deposit is automatically renewable;
- ☐ have a maturity date of 12 months or less; and
- ☐ have your business' name and identification number (*i.e.*, Federal Employer's Identification number (FEIN) or Social Security number).

If you prefer, you can send us a cashier's check and we will purchase the Certificate of Deposit for you.

Note: The original Certificate of Deposit must be sent to us, receipts are not acceptable.